Job Title: Chief of Police

Department: Police

Immediate

Supervisor: City Manager

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	614
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides leadership and administration of police related services to the City. Promulgates departmental policy, rules, and directives. Coordinates and administers bureaus through subordinate personnel. Plans, staffs, directs, coordinates, and controls all activities within the Police Department. Supervises and participates in the development and administration of the Department's operating budget and all department planning efforts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Plans, organizes and directs all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime and protection of life and property. Develops and manages Department planning documents, policies, procedures, directives, and general orders.
2	S	Holds all employees accountable for their actions and conduct and administers discipline in accordance with Department and City Employee policies through the determination of appropriate discipline and/or corrective action.
3	S	Serves as a member of the City's management team by attending and participating in City Council and weekly Director meetings, assisting in decision making for operations of the city, and conferring with other city departments related to law enforcement issues.
4	L	Coordinates the City's law enforcement activities with other law enforcement agencies and City administrative staff; assists in the development of municipal law enforcement policies. Meets with the public formally and informally to maintain positive relationships. Develops, implements and monitors internal communications programs and processes. Reports to the City Manager on staff morale, communications and employee relations matters.
5	S	Oversees the preparation of the Police Department's Operating Budget by conferring with the management staff to determine annual budget needs, presenting budget requests to the Deputy City Manager and Finance Director. Oversees the administration of the budget and develops strategies that will ensure fiscal responsibility in carrying out effective law enforcement/policing programs.
6	S	Responsible for the selecting and evaluation of Department staff.

	Physical Strength	ESSENITIAT ETINOTIONS
	Code	ESSENTIAL FUNCTIONS
7	L	Cultivates positive community relations by participating in community functions, serving on community boards, coordinating law enforcement activities with other police agencies, and conferring with citizens and city officials on law enforcement issues.
8	L	Represents the City Manager in all public safety matters both administrative and operational. Exercises operational command authority in the event of natural or civil disaster.
9	M	Coordinates law enforcement activities in the field, responding to calls for service or crime scenes as necessary and appropriate.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/	Must possess a Bachelor's degree from an accredited college or university.
Knowledge	Work requires broad knowledge in a general professional or technical field.
Experience	Minimum nine years supervisory experience as a sworn peace officer,
	which must include executive management experience.
Certifications and	Must possess Arizona driver's license and AZPOST Peace Officer
Other Requirements	Certification. Completion of FBI National Academy, Law Enforcement
	Command Institute of the Southwest, Southern Police Institute or
	Northwestern University School of Police Staff and Command program.
Reading	Work requires the ability to read general correspondence, development
	agreements, memorandums, policy, directives and legal documents at a
M-41-	college level.
Math	Work requires the ability to perform general math calculations such as
	addition, subtraction, multiplication, and division; to manage a budget; and to generate statistics.
Writing	Work requires the ability to write general correspondence, memorandums,
Willing	City Council action requests, budgets, and reports at a college level.
Managerial	Complex - Work requires managing and monitoring work performance of a
	department including evaluating program/work objectives and
	effectiveness, establishing broad organizational goals and realigning work
	and staffing assignments for the department.
Budget Responsibility	Significant - Has responsibility for final approval of a department's
	budgetary recommendations to a Deputy City Manager/City Manager.
	Monitors progress toward fiscal objectives and adjusts plans as necessary to
D 1: /D ::	reach them.
Policy/Decision	Significant – The employee normally performs the duty assignments within
Making	broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
	This position independently decides how objectives are achieved and what
	resources are needed.
Technical Skills	Comprehensive Application - Work requires advanced skills and knowledge
	in approaches and systems, which affect the design and implementation of
	major programs, solutions for highly complex issues, and/or processes
	organization-wide. Independent judgment and decision-making abilities are
	necessary to apply technical skills effectively.
Interpersonal/Human	High - Interactions involve overseeing and/or approving final decisions
Relations Skills	regarding policy development and implementation. This level often
	involves interaction with others outside the organization or department on
	key organizational/departmental issues and requires exercising participative
	management skills, high levels of negotiation, and the ability to reach consensus on complex issues to achieve organizational goals and objectives.
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Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	☑ Making presentations ☐ Observing work site ☑ Observing work duties ☑ Communicating with co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R ⊠ O □ F □ C	 ☑ Computer keyboard ☑ Telephone keypad ☐ Calculator ☐ Calibrating equipment 	Climbing	□ N □ R ⊠ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O ⊠ F □ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	□ N □ R ⊠ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	☐ Supplies ☑ Equipment ☑ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⋈ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⋈ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	•		

Physical Demands (continue	4)							
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Machines, Tools, Equipment								
Telephone, Copier, fax, firearms, port	able and mobile	radio, vehicle.						
C	P4							
Computer Equipment and S						201 0 0		
Personal Computer, blackberry, New W	orld Systems (C	CAD & RMS),	IA Pro, Repo	rtBeam, Micr	osoft O	ffice Software	, Navil	ine/HTE
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature								
(heat, cold, extreme temp. changes fr work)	om outside			X				
Wetness and/or humidity				×		П		
(bodily discomfort from moisture)						Ц		L L
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)	×						
Noise and vibration			×					
(sufficient to cause hearing loss)						<u> </u>		
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – <u>not customers</u>)		×						
			•	•				
Health and Safety Condition Health and Safety Conditions	N = Never	R = Rarel		Occasionally	E _	Frequently	C -	Constantly
Health and Safety Conditions	Never Never	Less than		or more of		n 1/3 to 2/3		or more of
	occurs	hour per we		he time	_	the time		he time
Mechanical hazards	×							
Chemical hazards	×							
Electrical hazards	×							
Fire hazards	X							
Explosives	X							
Communicable diseases	X							
Physical danger or abuse Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	,	<u>.</u>	1					
Protective Equipment Requi	ired:							

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment			×	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

ments:		
	Signature of City Manager	Date
Job Title of Department Director	Signature of Department Director	Date
Job Title of Supervisor	Signature of Supervisor	Date
	Signature of Employee	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.